TITLE OF POST:	**Business/Computing Teacher**
GRADE:	**Main Scale**
DATE OF APPOINTMENT:	**September 2018**
LINE MANAGER:	**Curriculum Leader**

Purpose of the Job

1. To be a member of Barnhill Community High and be responsible for the safety, welfare and educational progress of groups of students as assigned by the Head Teacher and to take an appropriate share of collective responsibility for all students.
2. To teach a timetable commensurate with the post.
3. To positively contribute to the efficient and effective planning and running of the Business and Computing Curriculum Area.
4. To contribute to the development of the school ethos.

Relationships

1. To be responsible to the Head Teacher through relevant line managers.
2. To report to other members of staff as required by the Head Teacher and for the proper functioning of the post.
3. To co-operate and work with students, parents, staff, professional colleagues and outside agencies as and when appropriate.
4. To promote the ethos of the school through relationships with others.

Responsibilities

1. To plan, prepare, develop, evaluate and review lessons and teaching programmes in accordance with the school policies.
2. To ensure that all students have access to well designed, stimulating resources, undertake challenging activities at all times and work in an interesting and cared for environment.
3. To assess, record and report on students' work and progress in accordance with the school policies, ensuring students know the level at which they are operating and the strategies they need to undertake to move up the levels.
4. To contribute to the preparation and development of schemes of work and teaching materials in response to school policies and in response to changes in national and school assessment procedures.
5. To participate in pedagogical review and discussion with colleagues in order to share good practice with staff. To contribute to the planning and review cycle in line with the School Improvement Plan.
6. To be responsible for Health and Safety issues within the lesson.
7. To keep well informed with regard to contemporary issues in the teaching and learning of the curriculum, new technologies, education in general and national policy. To be committed to continuous self-improvement.
8. To be a tutor and to be the first port of call with respect to the welfare and overall academic progress of individuals in the tutor group and for the development of a constructive group identity.
9. To be involved in the development, preparation and delivery of PSHE.

10. To assist with the management of behaviour and movement of students around the site and participate in the school's duty rota. To contribute to general Health and Safety.
11. To deal promptly and effectively with school and Examination Board administrative procedures.
12. To take part in the school Performance Management Process.
13. To contribute constructively to the ethos of the school by participating in activities organised in the school.
14. To be an active and constructive participant of working groups/teams in the school.
15. To contribute to the effective promotion of the curriculum area and of the school as a whole.
16. To develop appropriate links with community and business organisations to promote the curriculum interaction.
17. To make efficient and effective use of school resources, ensuring they are maintained and secure.
18. To undertake such responsibilities commensurate with the post as can reasonably be directed by the Head Teacher.

Barnhill Community High is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Due to the evolving nature of the school structure, all job descriptions may need to be adjusted, through consultation, to meet the needs of the school. This process may be informed by the professional review.

All job descriptions should be read in conjunction with the operating Pay and Conditions document published by the DFE. Due regard should also be given to the National Standards for Qualified Teacher Status.